

# Permits for Relocating A Building

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A DDES Customer Information Bulletin



King County Department of Development and Environmental Services  
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<http://www.metrokc.gov/ddes/>

## Frequently Asked Questions

King County DDES has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are the final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that each project meets all requirements of applicable codes and regulations.

### **Building relocation permits for residential and commercial structures**

This bulletin outlines what is required to obtain a permit to relocate a building that will be used for residential or commercial purposes. Two separate permits are needed for building relocation. The first permit, a Relocation Investigation Permit, provides for inspection of the building to be relocated, as well as inspection of the prospective relocation site. If both the building and the site are determined to be eligible for relocation, then the second permit, a Building Relocation Permit, may be obtained.

All building relocation permits must comply with the following state and county codes and regulations:

- 1) Uniform Building Code
- 2) Uniform Mechanical Code
- 3) Uniform Fire Code
- 4) King County Zoning Code (K.C.C. Title 21A)
- 5) King County Sensitive Areas Ordinance and Administrative Rules (K.C.C. Chapter 21A.24)
- 6) King County Surface Water Design Manual
- 7) King County Road Standards
- 8) Washington State Energy Code and Ventilation and Indoor Air Quality Code
- 9) Shoreline Management Act
- 10) Other King County Ordinances and Regulations
- 11) Other Washington State Ordinances and Regulations

## Frequently Asked Questions

### When is a Building Relocation Investigation Permit required?

If you are planning to relocate a building in King County, an assessment of that building and the prospective site for relocation is required before you may apply for a Building Permit. This assessment is accomplished through a Relocation Investigation Permit.

You may apply for a Relocation Investigation Permit at the Permit Center of the King County Department of Development and Environmental Services (DDes) offices in Renton, Washington, or at one of our satellite offices. For the locations and operating hours of satellite offices, call 206-296-6600. To schedule an appointment to apply for a Relocation Investigation Permit, call the Permit Center Appointment Desk at 206-296-6797.

To apply for a Relocation Investigation Permit, you must provide the following information:

- ◆ The current address and location of the building to be relocated
- ◆ The legal description and parcel number of the site where the building is to be relocated
- ◆ A Certificate of Applicant Status OR a Certificate and Transfer of Applicant Status
- ◆ An Affidavit of Application
- ◆ A site plan of the proposed site, drawn to scale, that shows the proposed location for the relocated building; all other buildings with their uses identified; the proposed driveway; and any bodies of water, wetlands, and steep slopes

The relocation investigation will indicate whether the building and site are eligible for the proposed relocation project. An inspection report regarding the proposed building relocation will be prepared and given to the project applicant.

### When may I apply for a Building Relocation Permit?

If the relocation investigation indicates that your building and site are eligible for the relocation, you may then apply for a Building Relocation Permit. This permit will be processed and reviewed in the same way as a permit for a new residential or commercial project and will be subject to any code reviews and restrictions applicable to the new site. These reviews and restrictions may include SEPA, sensitive areas, shorelines, drainage, traffic, noise, etc.

To apply for a Building Relocation Permit, call 206-296-6797 to schedule a permit application appointment. When you come in for your appointment, be sure to bring a copy of the Relocation Investigation Permit Report with you. In addition, you must provide all the information required for a complete permit application. (See Bulletin 9, *Obtaining a Residential Building Permit*, for complete application requirements for single-family residential projects, and see Bulletin 8, *Commercial and Multi-family Building Permits*, for complete application requirements for commercial and multi-family projects.)

The Relocation Investigation Report requires either a “full plans submittal” for the building, or, if only minimal or no changes to the building are required, a “limited plans submittal.” A “full plans submittal” for the foundation and site is required in all circumstances.

### Are Financial Guarantees required for a Relocation Permit?

A Relocation Financial Guarantee (FG) is required before a building can be moved to a site within unincorporated King County. The purpose of this FG is to ensure that resources are available to properly dispose of the moved building if permit conditions are not met. A minimum \$5,000 FG must be posted before issuance of a

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**Building Relocation Permit.** It may be in the form of cash, an assignment of funds, or a surety bond. The FG will be released when the Building Relocation Permit receives final inspection approval.

### How are fees for Relocation Permits determined?

Fees for Building Relocation Permits are established in the current King County Fee Ordinance (K.C.C. Title 27):

- ◆ Relocation Investigation Permits include a base fee for permit processing and a flat fee for inspections.
- ◆ Building Relocation Permits involve a base fee for permit processing, fees based on valuation for building plan review and building inspections, and hourly fees for site review and site inspections.

### What resource information is available?

King County Information Bulletins, Certificates of Applicant Status forms, Certification and Transfer of Applicant Status forms, Affidavit of Application forms, and Owner's Affidavit forms are all available at the DDES Permit Center at the Renton office location and at satellite offices. If you have questions regarding your building relocation project that were not answered by this bulletin, or if you need additional information, please contact the Building Inspection Section of DDES at 206-296-6630.

### Other bulletins and telephone numbers that may be helpful

Bulletin 1	Building and Development Permit Telephone Numbers
Bulletin 6	Working with Contractors
Bulletin 8	Commercial/Multi-family Building Permits
Bulletin 9	Obtaining a Residential Building Permit
Bulletin 10	Residential Building On or Near Waterfront
Bulletin 12	The Residential Building Permit Process
Bulletin 21	Sensitive Area Review
Bulletin 29	Drainage Review
Bulletin 40A	Financial Guarantees for Residential Permits

206-296-6600	DDES Information
206-296-6797	DDES Appointment Desk
206-296-6630	Building Inspection Services
206-296-6635	24-hour inspection request line



King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6693 or TTY 206-296-7217.